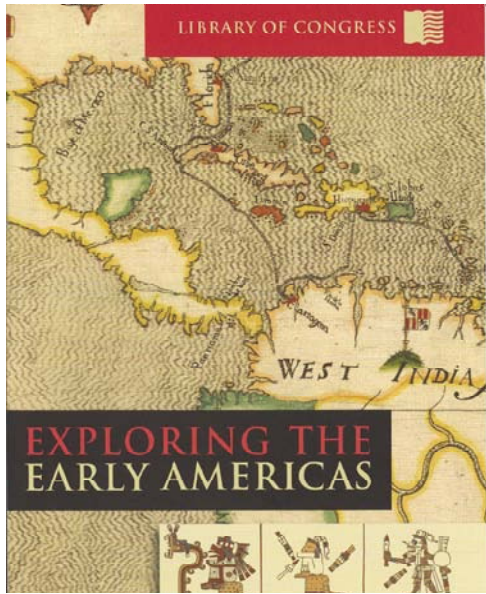


The Library of Congress Office of the Inspector General



SEMIANNUAL REPORT TO THE CONGRESS
March 31, 2008



The Library of Congress' Thomas Jefferson Building is noted for its numerous exhibitions featuring one of the world's largest collections of culture and creativity. The building currently hosts several exhibits that were featured in the April 12, 2008 celebration of the Library experience, including *Thomas Jefferson's Library*, *The Library of Congress Bible Collection*, *Creating the United States*, *Art & Architecture of the Thomas Jefferson Building*, and *Exploring the Early Americas*, all of which employ interactive technologies that bring the Library's unparalleled collections to life.

This issue of our Semiannual Report to the Congress includes highlights from a few of the Library's current exhibitions; in particular, *Exploring the Early Americas*, which features selections from the more than 3,000 rare maps, documents, paintings, prints, and artifacts that make up the Jay I. Kislak Collection of the Library of Congress. This exhibition has three major themes: pre-contact America, Explorations and Encounters, and Aftermath of the Encounter. The exhibition provides glimpses into the complex and fascinating past of the Americas. It provides insight into the indigenous cultures, the drama of the encounters between Native Americans and European explorers and settlers, as well as the pivotal changes caused by the meeting of the American and European worlds.

The closing gallery of the exhibition includes two extraordinary maps by Martin Waldseemüller which depict a world enlarged by the presence of the Western Hemisphere. The first image in this report depicts three of the twelve panels of Waldseemüller's 1507 world map, the first known to display the name "America."

This exhibition is available online at www.loc.gov/exhibits/earlyamericas/

Portions of this text from the *Exploring the Early Americas* brochure.



The LIBRARY of CONGRESS

April 30, 2008

A MESSAGE FROM THE INSPECTOR GENERAL

I am pleased to present our Semiannual Report to the Congress for the period ended March 31, 2008.

In the last six months we prepared reports on the Office of Contracts and on the Library's requirements analysis for the proposed Fort Meade Logistics Center. We also reported on the Raiser's Edge software program, long-distance telephone service, handling of imported collections materials, and the Library's and Madison Council's fiscal year 2007 financial statements. In addition, we conducted investigations on topics such as the misuse of library computers and networks and various alleged violations of ethics rules and Library regulations. Finally, in the last six months, we commented on the ongoing Copyright reengineering project and testified before the House Appropriations Committee at the Library's fiscal year 2009 budget hearing.

In the next six months, we will report on in-progress reviews of the Library's disbursing operations, Federal Employment Compensation Act program, mail services, additional Copyright reengineering activities, and other topics.

We appreciate the cooperative spirit Library managers and staff have shown during our reviews. We are especially encouraged by the Library's strong support for revisions to its computer use banner and to regulations governing the use of Library computer resources. In addition, we commend the Chief Operating Officer for taking prompt positive action to address the findings in our report on the Workforce Diversity Office, issued just seven months ago, as well as her prompt response to the findings in both of our recent reports on the Office of Contracts. We note that our new "implemented recommendations" section has grown to more than two pages in this semiannual period, evidencing management's commitment to continued improvement.

Karl W. Schornagel
Inspector General



OCEANVS OCCIDENTALIS

PARIAS
CANGRI
ISABELLA
SPAGNOLA INSVIA
OCCIDENTALES OCEANVS
CANGRI
TOTA ISTA PROVINCIA INVENTA EST PER MANDATUM REGIS CASTELLE
TERRA VITRA
INCIGNITA
AMERICA
LYBONOTH

Iste insule per Columbum ge-
neri sem aliterantem ex ma-
to regi Castellie inuenta sunt.

Iste insule per Columbum ge-
neri sem aliterantem ex ma-
to regi Castellie inuenta sunt.

Capitulum hanc...
et...
et...

Terrarū insularumq; variarum generalis descri-
ptio, a qua...
et...

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We perform many types of services; among them:

Attestations, which involve examining, reviewing, or applying agreed-upon procedures on a subject matter, or an assertion about a subject matter. Attestations can have a broad range of financial or nonfinancial focuses, such as the Library's compliance with specific laws and regulations; assertions or assumptions made in a cost/benefit, breakeven, or requirements analysis; validation of performance against performance measures; or reasonableness of cost.

Financial Audits, which determine whether financial statements present fairly the financial position, results of operations, and cash flows in conformity with generally accepted accounting principles, and whether an entity has adequate internal control systems and complies with applicable laws and regulations.

Investigations, which are conducted based on alleged or suspected wrongdoing by agency employees, contractors, recipients of financial assistance, and others responsible for handling federal resources. Violations of Library regulations or fraud committed against the Library can result in administrative sanctions and/or criminal or civil prosecution.

Nonaudit Services, which are equivalent to consulting services in the private sector and usually involve providing advice or assistance to Library managers without necessarily drawing conclusions, or making recommendations. Auditors are cautious when performing nonaudit services because providing them may jeopardize the independence needed to later audit that subject area.

Performance Audits, which address the efficiency, effectiveness, and economy of the Library's programs, activities, and functions; provide information to responsible parties to improve public accountability; facilitate oversight and decision making; and initiate corrective action as needed.

INTRODUCTION AND DEFINITIONS

THE MISSION OF THE OFFICE OF THE INSPECTOR GENERAL IS TO PROMOTE ECONOMY, EFFICIENCY, AND EFFECTIVENESS BY DETECTING AND PREVENTING WASTE, FRAUD, AND ABUSE.

To accomplish our mission, we conduct audits and investigations.

Our philosophy is to be proactive. We believe this approach results in a more efficient use of resources by detecting and preventing problems early. Accordingly, we are following several key projects throughout the Library and rendering assistance and making recommendations as needed.

Our staff is educated and certified in various disciplines. We are, collectively, three certified public accountants, three attorneys, one certified internal auditor, two special agents, one investigator, one Master of Library Science, and other highly qualified staff.

Our goals, objectives, strategies, and performance indicators can be found in our Strategic Plan, available on our Web site at www.loc.gov/about/oig.

AUDITS, SURVEYS, AND REVIEWS

OFFICE OF THE LIBRARIAN OFFICE OF CONTRACTS

LACK OF COMPLIANCE WITH LIBRARY CONTRACTING POLICY IS WIDESPREAD

SPECIAL PROJECT No. 2008-SP-101
MARCH 2008

The Library acquires about \$189 million in goods and services each year, and contracting actions are the third largest use of Library funds. In view of the significance of the contracting function, we undertook a two-part assessment of the Library's Contracts Office. We issued a report on the first part of our assessment in September 2007, which revealed several significant operational weaknesses threatening the Library's ability to obtain quality goods and services at a fair price and in a timely fashion. The weaknesses included a longstanding vacancy in the Office of Contracts and Grants Management's Director position and a continuing shortage of permanent contracting staff, among other things. Management generally agreed with our findings and is taking action to implement the report's recommendations.

We issued a report on the second part of our assessment in March 2008. For this, we engaged Suntiva Executive Consulting (Suntiva) to evaluate whether Library contracting technically conforms to the Library's procurement policies, including its policy to follow the Federal Acquisition Regulation (FAR). To accomplish its evaluation, Suntiva reviewed official Library files for a sample of fiscal year 2007 contracting actions.

Suntiva's report stated that the Chief of the Contracts Office has issued some strong, well-stated policies and procedures to help staff conform to the Library's contracting requirements. However, in addition to the long-standing management issues our first report identified, Suntiva also found many important problems in the Library's contracting activities that collectively show widespread and serious lack of compliance with applicable requirements. Through its evaluation, Suntiva identified:

- widespread lack of compliance with Library contracting requirements, including, among others, inadequate justifications for "fair and reasonable" prices and minimal, if any, acquisition planning;

- inadequate knowledge of the contracting process throughout the entire procurement chain, from Library staff involved in initiating procurements to Contracts Office staff charged with executing them;
- contract review procedures, including a high-level management review procedure, that do not provide effective assurance that Library procurement activities conform to applicable requirements;
- missing and incomplete official contract files; and
- a technically limited software contracting module in the Library's core financial system that may be impeding its ability to effectively manage procurement activities.

Collectively, these findings indicate that the Library has little assurance it is obtaining the best value for its contracting dollar, and its ability to withstand challenges by contractors is, at best, weak. We issued many reports over the last several years that call attention to significant management issues affecting the Contracts Office and believe that Suntiva's findings confirm those issues.

In general, Suntiva's recommendations included developing a training curriculum addressing the roles of all Library procurement participants, providing acquisition training to all Library staff involved in procurement, enhancing management oversight, improving the condition of the Library's official contract files, and examining the technical capability of the Momentum contract-writing system, among other actions.



ABOVE: CLOSEUP OF A PORTION OF ANTONIO DE LEÓN Y GAMA'S, *DESCRIPCIÓN HISTÓRICA Y CRONOLÓGICA DE LA DOS PIEDRAS EN LA PLAZA PRINCIPAL DE MÉXICO*, 1792 (KISLAK COLLECTION)

Management concurred with all of the recommendations and identified several actions that were being taken to improve the contracting function. In addition, an acting director of Contracts and Grants has been named until the position can be permanently filled.

INTEGRATED SUPPORT SERVICES FACILITY SERVICES

REVIEW OF THE REQUIREMENTS ANALYSIS FOR THE PROPOSED FORT MEADE LOGISTICS CENTER

REVIEW REPORT
No. 2006-SP-802
MARCH 2008

In 2004, the Library proposed building a new Logistics Center at Fort Meade to fulfill its storage requirements, and in 2006, the Facility Services component of the Library's Integrated Support Services surveyed the Library's existing and future warehouse space needs. More recently, due largely to prevailing budget constraints, the Library began considering leasing storage space as an alternative to constructing a new building.

We recently evaluated the results of Facility Services' 2006 survey and assessed the strategy that the Library has developed to address its future warehousing requirements. Our objectives

were to determine whether Facility Services followed sound methodology in performing its survey and whether the Library's strategy for addressing its future warehouse needs is efficient and effective.

We determined that the methodology Facility Services used in its 2006 survey was sound and consistent with

U.S. General Services Administration (GSA) guidelines. As recommended by GSA, the survey included measuring the space required to accommodate the materials on hand and adding space to accommodate estimated surges and future growth for various material categories. However, the survey's result is inflated because the baseline estimate includes unused and outdated material that was stored in the warehouse when the survey was performed. Additionally, we believe that the survey's estimates for growth and surge allowances, which are factored into the survey's result, are questionable based on other information we collected.

We also determined that the strategy the Library developed to address its future warehousing needs lacks adequate circumspection. Basic assumptions about what types of materials the Library should be storing and how to store these materials should be evaluated in developing an effective warehousing solution. In our view, the Library could dynamically adjust the storage space it uses by building or leasing a relatively small storage facility, then leasing temporary facilities on an as-needed basis. This strategy could potentially save the Library \$6 to \$8 million over ten years.

We recommended that Facility Services:

- consider implementing a reimbursement-based procedure for warehouse storage (e.g., charge service units a fixed-dollar amount per cubic foot of space) to encourage service units to manage their warehouse spaces more efficiently;
- recalculate the growth factor starting from a "clean" baseline; and
- reevaluate the surge allowances for certain survey items.

In a broad strategic sense, we also recommended that the Library critically analyze its strategy for its future warehousing needs to identify the best storage strategy for various types of materials.

Management generally agreed with our findings and recommendations.



OFFICE OF THE LIBRARIAN
DEVELOPMENT OFFICE

INFORMATION TECHNOLOGY REVIEW OF
THE RAISER'S EDGE SOFTWARE PROGRAM

REVIEW REPORT NO. 2006-IT-302
DECEMBER 2007

The Library's Development Office seeks support from individuals, corporations, and foundations that wish to play a key role in sharing, cultivating, and celebrating knowledge and creativity. Library fundraising is focused on support for special acquisitions, preservation of Library collections, cultural and educational outreach programs, and various other projects and activities. Private donations to the Library have totaled approximately \$307 million since the Librarian established the Development Office in 1987. The office uses Raiser's Edge, a commercial software product, as a tool for managing fundraising activities, including tracking receipts and managing special event information.

Our report provided the results of our assessment of the application controls the Library uses in the operation of Raiser's Edge. We sought to determine whether the controls applied are commensurate with the level of protection required for the system's information and whether the system is operated according to the Library's Information Technology (IT) Security Policy, as stated in Library of Congress Regulation (LCR) 1620, and applicable IT Security Directives.

We concluded that the level of controls applied in the operation of Raiser's Edge appropriately corresponds to the level of protection required for the data the system processes. However, we identified actions that management should take to enhance the protection of system information. Specifically, we recommended that:

- the process of establishing user passwords be automated in conformance with the Library's Password Directive and not require the involvement of a second party;
- the Raiser's Edge system undergo the Certification and Accreditation evaluation required by LCR 1620 as soon as possible; and
- system managers regularly review Raiser's Edge's data to

identify errors or data that is being inappropriately used.

Management generally agreed with our findings and recommendations.

OFFICE OF STRATEGIC INITIATIVES
INFORMATION TECHNOLOGY SERVICES

THE LIBRARY SHOULD EXPLORE ALTERNATIVE
LONG-DISTANCE TELEPHONE SERVICE PROVIDERS

AUDIT REPORT NO. 2007-CA-101
MARCH 2008

For about the past three years, the Library of Congress has obtained most of its long-distance telephone services through a contract that was awarded by the Architect of the Capitol (AOC). The Library is one of six legislative branch agencies that purchases long-distance services through the AOC contract, and, by obtaining its telephone services this way, the Library believes that it minimizes administrative costs and takes advantage of the contract's economies of scale.

We recently completed an audit of the Library's arrangement with the AOC for obtaining long-distance telephone services. Our objectives were to determine whether the AOC contract provides the Library the best value for its long-distance telephone services and whether the Library had satisfactory controls for reviewing and approving payments for the long-distance telephone bills it received.

We concluded that the AOC contract may not provide the Library the best value for its long-distance telephone services because the rates included in the AOC contract for international calls are generally higher than the international call rates that are available from alternative service providers. For example, the rate per minute for a call to Belgium through the AOC contract is about three times the rate that is available through the General Services Administration's service provider.

Moreover, we determined that the Library had effectively no controls in place for reviewing and approving payments for the long-distance telephone bills. Specifically, formal, written procedures were not in place to guide and control the bill review and payment approval process and the automated system the Library uses to account for telephone

calls does not effectively reconcile the number of calls made with the number of calls for which the Library was billed.

We recommended that the Library:

- compare the cost of obtaining long-distance telephone service through the AOC contract with the cost of obtaining service from alternative providers and switch if doing so would provide the best value to the Library; and
- develop and implement formal, written procedures to guide and control the long-distance bill review and payment approval process and explore acquiring a new automated system to provide more effective accounting for the Library's telephone calls.

Management generally agreed with our recommendations to assess the cost effectiveness of using the AOC contract for long-distance telephone service and to implement formal procedures for the long-distance bill review and payment approval process. However, management disagreed with our conclusion that its automated system that accounts for telephone calls is ineffective.

INTEGRATED SUPPORT SERVICES **OFFICE SYSTEMS SERVICES**

SURVEY OF OFFICE SYSTEMS SERVICES' **HANDLING OF IMPORTED MATERIALS**

SURVEY REPORT NO. 2008-AT-901
FEBRUARY 2008

Goods that are imported into the United States are required to be "entered" (i.e., declared) to the Department of Homeland Security, U.S. Customs and Border Protection (CBP). The Library uses a "certified CBP broker" to handle the applicable complex customs processing requirements for its air and ocean freight shipments.

We reviewed the Library's customs clearance process for the materials it receives from foreign countries. Our objectives were to determine whether all foreign shipments intended for the Library were efficiently retrieved at a U.S. port of entry and whether the Library effectively reviewed the invoices it received from its customs broker to ensure the broker's charges were proper and correct.

We found that the Library and its customs broker were, for

the most part, efficiently processing the Library's materials through customs and arranging inland freight to the Library's headquarters. However, the broker was unable to process all shipments efficiently and, in some cases, unable to retrieve Library shipments from customs mainly because shippers did not provide sufficient detail in addressing those shipments. As a result, the Library unnecessarily incurred storage charges for shipments that its customs broker was unable to easily retrieve from customs, and other shipments intended for the Library may have gone unclaimed.

We also found that the Library was not effectively reviewing the invoices it received from its customs broker. Invoices that we reviewed included unnecessary and questionable charges, generally lacked supporting documentation, and reflected no indication that the Library had verified the receipt of corresponding shipments.

We also noted that the Library had used the same customs broker for 18 years. Although the broker had provided efficient service during that time, it is good business practice to periodically review the services and costs available from other customs brokers to ensure the Library continues to receive the best value for its customs-related requirements.

We recommended that the Library:

- promptly draft and issue procedures specifying how shipments intended for the Library should be addressed,
- closely scrutinize the invoices it receives from its customs broker, and
- seek competition for its customs-related requirements.

Management generally agreed with our findings and recommendations and has drafted the procedures we recommended.

**LIBRARY OF CONGRESS
FISCAL YEAR 2007 FINANCIAL STATEMENTS**

AUDIT REPORT No. 2007-FN-102
FEBRUARY 2008

Kearney & Company audited the Library's consolidated Balance Sheets as of September 30, 2007 and 2006; the related consolidated Statements of Net Cost, and Changes in Net Position; and the combined Statements of Budgetary Resources for the fiscal years then ended. In the auditors' opinion, the financial statements, including the accompanying notes, present fairly in all material respects, the financial position of the Library and its net costs, changes in net position, and budgetary resources in conformity with accounting principles generally accepted in the United States.

The auditors also performed tests of compliance with laws and regulations; considered internal controls over financial reporting and compliance; and in a separate report, examined management's assertion about the effectiveness of internal controls over safeguarding collections assets.

Internal Controls Over Financial Reporting—The auditors considered such internal controls in planning and performing the audit and as a result identified a material weakness. In their report, they noted control deficiencies regarding accountability procedures, segregation of duties, classification of expenditures, disposal management, and cost recovery for Library property and equipment.

Compliance and Other Matters—Library management is responsible for complying with applicable laws and regulations. The auditors are responsible for testing compliance with selected provisions of laws and regulations that have a direct and material effect on the financial statements, as well as certain other laws and regulations specified in Office of Management and Budget guidance. The auditors found no instances of noncompliance that are required to be reported under Generally Accepted Government Auditing Standards (GAGAS).

Management's Assertion About the Effectiveness of Internal Controls Over Safeguarding Collections Assets—In its financial statements, the Library includes a stewardship

report on the collections of heritage assets, and an assertion about the effectiveness of corresponding internal controls. Management reported that it cannot provide reasonable assurance that the internal control structure over safeguarding collections assets against unauthorized acquisition, use, or disposition was completely effective, and cannot assert that collections inventory controls were fully implemented during the in-processing and in-storage life cycles. The auditors evaluated internal controls over the collections assets and concluded that management's assertion was fairly stated.

**JAMES MADISON COUNCIL
FISCAL YEAR 2007 FINANCIAL STATEMENTS**

AUDIT REPORT No. 2007-FN-102
FEBRUARY 2008

The James Madison Council is an advisory body of public-spirited individuals who contribute ideas, expertise, and financial support to promote the Library's collections and programs. The James Madison Council Fund (Fund) was established in 1989 to encourage contributions not only for current programs, but for permanent endowments that will impact the collections and programs in the future.

Under contract with the Office of the Inspector General, the accounting firm of Kearney & Company audited the Fund's fiscal year 2007 financial statements and issued its Independent Auditor's Report. The audit included the Fund's statement of financial position as of September 30, 2007, and the related statements of activities and cash flows. The auditors concluded that the financial statements were presented fairly in all material respects, and in conformity with generally accepted accounting principles. The auditors found no material weaknesses in internal controls over financial reporting, nor any instances of noncompliance with laws and regulations that are required to be reported under GAGAS.

For both the Library of Congress and Fund financial statements audits, we performed the following steps to ensure the quality of Kearney's work:

- reviewed the auditor's approach and planning of the audits;

- reviewed significant working papers;
- evaluated the qualifications and independence of the auditors;
- monitored the progress of the audits at key points;
- coordinated meetings with Library management to discuss progress, findings, and recommendations;
- performed other procedures we deemed necessary; and
- reviewed and accepted Kearney’s audit report.

COPYRIGHT OFFICE

COPYRIGHT REENGINEERING PROJECT
 SPECIAL PROJECT NO. 2001-IT-304
 MARCH 2008

In September 2000, the Copyright Office embarked on a multiyear business process reengineering initiative. This initiative was intended to improve the efficiency and effectiveness of its public service.

The backbone of the new business process is a Web-based system that will enable most users to enter and maintain copyright applications online, thus saving time and resources. The new system, dubbed “eCO,” has been built, and several of its components are now in the most critical phase of the system’s development life cycle: beta testing. This phase gives both users and Copyright staff an opportunity to use the system and work out bugs before system development ends. The next step will be to turn the system on for all users.

We have been monitoring the reengineering process since inception. We have issued memoranda from time to time detailing current progress and our assessment of the process. During this critical phase, we have intensified our review.

As a result of our efforts, we were able to make recommendations for improvements to the beta testing process, such as:

- correlating the help desk logs and functionalities currently being tested;

- expanding the beta test; and
- collecting more detail in certain areas reported as problems by users.

We believe that our recommendations will result in an improved beta testing process; this will provide Copyright management with increased assurance that eCO will function as intended when it is deployed.

At this time, we believe that no further action is required on our part until full beta testing results become available. We will continue to monitor the process and report again at the conclusion of beta testing.

AMERICA



INVESTIGATIONS

During the reporting period we opened 63 investigations and closed 28. We referred two cases to the U.S. Attorney's Office; both were accepted. We forwarded 11 cases to Library management for administrative action. Case and Hotline activity are detailed below:

TABLE 1: INVESTIGATION CASE ACTIVITY

	CRIMINAL/CIVIL	ADMINISTRATIVE	TOTAL
From Prior Reporting Period	6	24	30
Opened	3	60	63
Closed	-	28	28
.....			
End of Period	9	56	65

TABLE 2: HOTLINE ACTIVITY

	COUNT
Allegations received	4
Referred to management for action	1
Opened as investigations	3
Closed with no action	-

SIGNIFICANT CRIMINAL AND ADMINISTRATIVE INVESTIGATIONS

CHECK FRAUD

The manager of the Library's Catalog Distribution Service (CDS) reported to the OIG that a forged \$1,725 check from Ghana for five sets of the Library's Subject Heading Catalog was returned by the bank. CDS staff intercepted the shipment in Paris and directed the shipper to recycle the catalogs because it was more cost-effective than returning them.

We advised CDS to hold future shipments until checks cleared and to alert the OIG when they receive fraudulent checks. The Library subsequently averted potential losses approximating \$23,000 by holding shipments paid for by check.

ANONYMOUS ALLEGATIONS OF MISCONDUCT

We received anonymous allegations primarily regarding the Office of Strategic Initiatives (OSI) about travel and contract irregularities, waste, and ethics issues. Most of the allegations were not substantiated, especially those of a personal nature. However, we made some recommendations for improved controls and oversight.

OSI did not consistently follow Library policy due to a lack of knowledge of the travel regulations and administrative staff turnover. We made recommendations for additional training and supervisory oversight.

We found no apparent violations of laws, regulations, or policy regarding most of the contract-related allegations. In one case, however, we recommended that care should be exercised in the execution of contracts to ensure that they are relevant to the Library's long-term goals.

One allegation involved a manager hiring someone with whom the manager had had a personal relationship. We found that the manager was not the selecting official, and therefore the transaction did not violate the Library's Merit Selection Plan. However, we recommended that the Director, Human Resources Services, provide guidance to selection panel members about the risk of the appearance

of impropriety when a panel member has a personal relationship with an applicant.

In an ethics allegation involving a small gift to a senior Library official, we determined that the gift was well-intentioned and had minimal value. We recommended that the employee be counseled about Library regulations concerning gifts and that the official consult with the General Counsel before accepting such gifts.

MISUSE OF LIBRARY COMPUTERS/NETWORKS

With management's support, we began a long-term proactive initiative during the period designed to detect inappropriate or illegal use of Library computers and networks with an emphasis on pornography. Pornographic Web sites are often associated with malicious files, code, and spy-ware, which pose a substantial security threat to the Library's information technology infrastructure. Also, significant time spent by Library employees accessing these Web sites results in lost productivity.

We found that two employees were using Library computers to engage in alleged criminal activity related to child pornography. After several months of investigation, we referred these cases to the U.S. Attorney's Office for prosecution. We will report on the outcome of these cases in the next semiannual report.

Our investigation also found that five Library employees and two contractors were accessing pornographic Web sites. One administrative investigation involved a GS-15 Library employee who averaged almost four hours a day accessing pornographic Web sites, files, and digital images over our sample 30-day period. In this case, the loss of productivity was approximately \$6,200 in salary for the sample period. The employee was suspended for 20 days. The two contractors were removed from the Library contract and terminated by the contractor.

The other four administrative investigations also involved Library employees spending significant time accessing pornographic Web sites. Each employee was also suspended for 20 days without pay.

INAPPROPRIATE E-MAIL

A library employee complained that she was the subject of racially offensive remarks in e-mail messages between a Library employee and another person. Our investigation confirmed that a Library employee used a Library computer to exchange racially offensive remarks about the complainant. We referred the matter to Library management for administrative action. Management suspended the employee for one day.

MISSING COLLECTION MATERIAL SURFACES

A rare book collector reported discovering a Library of Congress Copyright Office stamp inside a book he purchased for \$29,000. He promptly returned the book to the seller, a rare book dealer, and received a refund. The Library's Rare Book Division established that the book had been part of the Library's collection and there is no evidence that it was discarded. In 1994, the Library's Prints and Photographs Division discovered the book title was missing from the collections and paid \$20,000 for a replacement copy. Negotiations are underway with the dealer over the book's return to the Library. There is insufficient information available to identify a suspect or determine when the book was stolen.

ASSISTANCE TO POLICE INVESTIGATION

A New Hampshire police officer contacted the OIG to request specific *Playboy* magazine editions from the Library's collection for an investigation of a suspect charged with raping three seven year-old children in 1987. At the time, the suspect was using *Playboy* magazines to groom the victims. Because these assaults were reported 20 years later, the officer needed specific *Playboy* magazines as corroborating evidence. According to the officer, two of the victims were able to describe in detail a specific photograph from a *Playboy* magazine that they were shown before they were assaulted. We enlisted the aid of Library management and facilitated delivery of the requested magazine editions. We commend the Deputy Associate Librarian for Library Services, who authorized the release of the collection material.

FOLLOW-UP ON INVESTIGATIVE ISSUES FROM PRIOR SEMIANNUAL REPORTS

COMPUTER SECURITY BANNER AND NEW LIBRARY REGULATION

We previously reported reviewing the Library's computer security banner and recommending revisions to broaden its application to better meet the needs of both management and law enforcement. We also recommended that the Library develop and implement a new regulation dedicated to providing guidance on appropriate use of the internet to staff. We are pleased to report that the Library's Chief Operating Officer has adopted most of our recommendations and is implementing a new Library regulation specifically on the subject. The new banner is being implemented at the same time as Library of Congress Regulation 1621, *Staff Use of the Internet*. We are also discussing with management the feasibility of acquiring technology to block access to certain prohibited Web content.

THEFT FROM LOADING DOCK

We previously reported that a Library employee had removed and attempted to sell 2,000 pounds of coaxial cable from a Library loading dock. In addition to a court-approved agreement requiring community service and probation, during this reporting period the Library denied the employee's appeal and terminated his employment.

TRAVEL CARD FRAUD

In the last semiannual period, we reported an investigation into unauthorized charges on four credit cards issued to Library employees. We determined that the common points of compromise and fraudulent purchases were in New York, where the employees had attended an official function. We also became aware that the New York City Police Department (NYPD) identified a suspect who was selling the stolen credit card numbers. We referred the case to the U.S. Attorney's office, who then deferred the matter to New York City prosecutors and the NYPD. During this reporting period the NYPD closed its case due to insufficient evidence.

AUTHORSHIP/EMPLOYEE ETHICS

We previously reported our review of the circumstances surrounding a presentation given by a current Library employee at a Library-sponsored function at which copies of his books were sold. We found that the employee's actions gave the appearance of violating the ethical principle of using public office for private gain. The employee conceded that he used government time and resources for his personal work and found it difficult to distinguish between the two. The Office of General Counsel has counseled the employee concerning the inappropriate use of his official title. Disclaimers have been added to website listings for the presentation indicating that the opinions expressed by the author are not necessarily those of the Library. This matter is closed.

...LIA
...ANOS
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COKE'S
REPORTS
2

LINNEI
CRITICA
BOTANIC
3

STACKHOUSE
HISTORY
3

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UNIMPLEMENTED RECOMMENDATIONS

TABLE 3A: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION HAS NOT BEEN COMPLETED

SUBJECT	REPORT NO. AND ISSUE DATE	OFFICE	REC. NO.	SUMMARY AND STATUS OF RECOMMENDATION
Office of the Chief Financial Officer (OCFO)				
Management Control Program	2004-PA-106 March 2006	Strategic Planning Office	II	Implement an automated tracking system—A pilot system is in the testing stage for tracking internal control issues and the planned implementation date is September 2008.
Performance-based Budgeting	2004-FN-501 September 2006	Strategic Planning Office/ Budget Office	I	Develop a formal plan for implementing Performance-based Budgeting—The Library has developed building blocks leading to a performance-based budget without a formal plan of action. OIG agreed with this approach and will conduct follow-up reviews.
Performance-based Budgeting	2004-FN-501 September 2006	Strategic Planning Office/ Budget Office	III	Coordinate more closely the Workforce Transformation and Workforce Performance Efforts—Library management is coordinating these efforts under the direction of HRS. Recently, AFSME 2477 began to transition its membership to the Library’s performance management system. OIG will conduct follow-up reviews to monitor the Library’s progress in transitioning remaining staff.
Integrated Support Services (ISS)				
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	I.1	Collect the information needed to effectively forecast the staffing resources required by FD&C—ISS expects to fully implement the recommendation by May 2008.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	II.1	Place a priority on completing the Project Delivery Manual. This may entail fitting this task in around the growing day-to-day needs of advising and supervising staff—ISS expects to fully implement the recommendation by September 2008.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	II.5	Implement postoccupancy evaluations to assess the outcome of its design efforts—ISS expects to fully implement the recommendation by September 2008.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	V. 1.	Establish goals for the completion of FAST service requests, by type of request—ISS expects to fully implement the recommendation by September 2008.

TABLE 3A: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION HAS NOT BEEN COMPLETED

SUBJECT	REPORT NO. AND ISSUE DATE	OFFICE	REC. NO.	SUMMARY AND STATUS OF RECOMMENDATION
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	V. 2.	Create a “triage” system to reorder and allocate resources based on current workload and resource balance—ISS expects to fully implement the recommendation by 2010.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	V. 3.	Establish timeframes for the completion of various project types—ISS expects to fully implement the recommendation by September 2008.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	V. 4.	Increase the monitoring of FAST requests and investigate any request outstanding for more than the planned time—ISS expects to fully implement the recommendation by September 2008.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	VI	Stress to the service providers the importance of inputting the completion date as soon as the job is completed—ISS expects to fully implement the recommendation by September 2008.
Library Services (LS)				
Utilization of Reading Rooms	2003-PA-104 March 2004	Library Services	II.1	Develop a decision model for determining reading room space requirements—Library Services is developing a decision model and projects completion of the model in May 2008.
Utilization of Reading Rooms	2003-PA-104 March 2004	Library Services	II.2	Use the decision model to make decisions about reading room, office space, and storage requirements—Library Services projects that by July 2008, it will make decisions about reading room, office space, and storage requirements, assuming the decision model is completed on schedule.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	II.3	Review the collections policy statements at least once every five years—The Collection Policy Committee is reviewing policy statements for certain areas and plans to implement a procedure for reviewing all of them by the end of fiscal year 2008.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	III.1	Develop and communicate to recommending officers criteria for recommending activities—The Strategic Working Group is looking at how to develop and apply consistent standards.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	IV.2	Consider creating a full-time Digital Subscription Manager—This recommendation is held pending action on the report from the Strategic Working Group.

UNIMPLEMENTED RECOMMENDATIONS

TABLE 3A: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION HAS NOT BEEN COMPLETED

SUBJECT	REPORT NO. AND ISSUE DATE	OFFICE	REC. NO.	SUMMARY AND STATUS OF RECOMMENDATION
Office of Security and Emergency Preparedness (OSEP)				
Emergency Preparedness Program	2005-PA-104 March 2006	OSEP	III	Develop or obtain a threat/risk assessment—OSEP is determining the Library’s vulnerabilities in coordination with all Library units and will coordinate the risk assessment with the Capitol Police.
Office of Strategic Initiatives (OSI)				
Financial Management Policies of the NDIIPP	2006-PA-105 March 2007	NDIIPP	I	Establish more effective procedures to monitor costs—OSI and the Grants Office currently disagree over responsibility for this process. We are following up with both parties.
Financial Management Policies of the NDIIPP	2006-PA-105 March 2007	NDIIPP	II	Improve oversight of NDIIPP partners’ matching requirements—OSI and the Grants Office currently disagree over responsibility for this process. We are following up with both parties.
Financial Management Policies of the NDIIPP	2006-PA-105 March 2007	NDIIPP	III	Formalize and fully implement NDIIPP draft procedures—We have reviewed the draft procedures but they have not yet been formally implemented.
Lead Institutions Need to Improve NDIIPP Monitoring	2007-FN-101 Sept. 2007	NDIIPP	II	OSI needs to revise draft monitoring procedures for payment approvals to comply with OMB cost circulars—Draft procedures have been revised, but not implemented.
Human Resources Services (HRS)				
Human Resources Policies	2005-AT-902 March 2007	Human Resources Services	II.c	Establish a supervisor’s manual—HRS agreed with the recommendation and will begin this effort now that the employee manual has been issued.
Human Resources Policies	2005-AT-902 March 2007	Human Resources Services	II.d	Establish an employee manual—The manual was issued in April 2008, shortly after the close of our semiannual period.

TABLE 3A: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION HAS NOT BEEN COMPLETED

SUBJECT	REPORT NO. AND ISSUE DATE	OFFICE	REC. No.	SUMMARY AND STATUS OF RECOMMENDATION
Office of the Librarian (LIBN)				
Dispute Resolution Center	2002-PA-104 September 2003	Office of Workforce Diversity	III	Revise Library of Congress Regulation (LCR) 2020-7 to allow complainants to use dispute resolution during the formal EEO complaint process—The Library is in the process of reorganizing the Dispute Resolution Center and the Office of Workforce Diversity. The revised LCR is on hold pending final changes.
Equal Employment Opportunity Complaints Office	2001-PA-104 February 2003	Office of Workforce Diversity	I	Evaluate and revise LCR 2010-3.1—The Library is in the process of reorganizing the Dispute Resolution Center and the Office of Workforce Diversity. The revised LCR is on hold pending final changes.
Office of Contracts-Service Remains Less Than satisfactory	2007-PA-102 September 2007	Office of Contracts	I	Fund three additional contract specialist FTEs—Funding is available but the positions are vacant awaiting recruiting results.
Office of Contracts-Service Remains Less Than satisfactory	2007-PA-102 September 2007	Office of Contracts	II	Assess workforce needs annually and update hiring strategies—Staff training measurements have been established; workflow mapping and analysis is under consideration to improve operational efficiency.
Office of Contracts-Service Remains Less Than satisfactory	2007-PA-102 September 2007	Office of Contracts	III	Establish and issue the procurement policy and procedures manual referred to in LCR 2110—Manual is scheduled for completion in Spring 2008 with a phased roll-out.
Office of Contracts-Service Remains Less Than satisfactory	2007-PA-102 September 2007	Office of Contracts	IV	Continue coordinating with OCFO to identify opportunities for modifying/improving Momentum—The Contracts Office/OCFO are assessing Momentum’s acquisition module and will work with the vendor to identify and schedule implementation of system improvements.
Office of Contracts-Service Remains Less Than satisfactory	2007-PA-102 September 2007	Office of Contracts	V	Establish and issue policy that officially implements details of OMB’s acquisition training policy—A formal policy statement is being drafted.
Office of Contracts-Service Remains Less Than satisfactory	2007-PA-102 September 2007	Office of Contracts	VI	Recruit and select a Director of the Office of Contracts and Grants Management—This position was filled on a temporary basis as of April 2008.

IMPLEMENTED RECOMMENDATIONS

TABLE 3B: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION WAS COMPLETED DURING THIS PERIOD

SUBJECT	REPORT NO. AND	OFFICE	REC. NO.	SUMMARY OF RECOMMENDATIONS AND ACTIONS
Human Resources Services (HRS)				
Human Resources Policies	2005-AT-902 March 2007	Human Resources Services	I.a	The Library should make its personnel policies more accessible—HRS added a subject index to its Web page that permits staff to browse and locate specific subject matter related to Human Resources Services.
Human Resources Policies	2005-AT-902 March 2007	Human Resources Services	I.b	The Library should update its personnel policies—HRS and the Office of General Counsel have updated the policies as recommended.
Human Resources Policies	2005-AT-902 March 2007	Human Resources Services	II.c	The Library should adopt a table of penalties—HRS revised LCR 2023-3 to include provisions similar to a table of penalties.
Office of Strategic Initiatives (OSI)				
Lead Institutions Need to Improve NDIIPP Monitoring	2007-FN-101 September 2007	NDIIPP	I	Direct certain awardee insitutions to institute procedures for monitoring sub-awardee costs—Implemented.
Integrated Support Services (ISS)				
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	I.2	Explore procuring technical expertise using GSA's Indefinite Delivery/Indefinite Quantity (IDIQ) contracts—FD&C has established IDIQ contracts to support its architectural and engineering design, its Computer Aided Design, and its Computer Aided Facility Management.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	II.2	Develop a checklist with the customer at project onset of the project's general parameters and requirements, functional and technical requirements, design provisions, and design objectives—FD&C developed pre-project, project coordinator, and project close-out checklists.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	II.3	Consider taking customers to vendors' showrooms to better visualize the design concepts—ISS's alternative solution is to allow its customer to visualize the design concepts through isometrics and product cut sheets, as well as on-site visits to model workstations congruent with best business practices that FD&C has installed throughout the Library. We believe this is an acceptable alternative solution.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	II.4	Consider using more moveable furniture—ISS considered our recommendation and determined it was not cost effective given the investment the Library has already made in ergonomic modular furniture. We agree with ISS's evaluation and consider this recommendation closed.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	III.3	FD&C should assign a liaison to act as a channel between it and the other offices to avoid multiple communication sources and conflicting instructions—ISS assigned a FD&C manager to meet weekly with the Contracts Office and the Logistics Section.

TABLE 3B: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION WAS COMPLETED DURING THIS PERIOD

SUBJECT	REPORT NO. AND	OFFICE	REC. NO.	SUMMARY OF RECOMMENDATIONS AND ACTIONS
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	IV	Reinforce Facility Services centralized role in space planning and design—The Library’s Chief Operating Officer is working closely with Facility Services to ensure its centralized oversight role in space planning and design.
Facilities Design & Construction Faces Challenges in Providing Service	2006-PA-107 September 2007	Integrated Support Services	V.5	Involve customers further in the process—FD&C is now meeting with new customers early in the design phase to ensure proper introduction of its process. FD&C is also taking customers to on-site model offices to ensure a better visualization of the finished product.
Library Services (LS)				
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	I.1	Focus Library resources more on materials not widely held by other libraries—Recommendation closed based on decision by the Librarian not to reduce collection levels.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	I.2	Explore developing collaborative partnerships with other institutions to act as “trusted” repositories—Recommendation closed based on decision by the Librarian not to reduce collection levels.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	I.3	Reevaluate the Library’s collection policies bearing in mind the high costs associated with each acquisition—Recommendation closed based on decision by the Librarian not to reduce collection levels.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	III.3	Consider expanding recommending officers’ authority to deselect materials—The Librarian has expressly forbidden staff to deselect materials without his written approval.
Collections Acquisitions Strategy	2006-PA-104 December 2006	Library Services	IV.3	Reevaluate the policy of maintaining both analog and digital copies of the same item—Library Services is reluctant to dispose of the analog copies until the life expectancy of digital material is certified and it determines whether digital copies will easily and completely migrate to another (newer or replacement) format given expected future technology changes.
Office of the Chief Financial Officer (OCFO)				
Management Control Program	2004-PA-106 March 2006	Strategic Planning Office	III	Implement a verification review process—The verification review process was implemented in March 2008.
Management Control Program	2004-PA-106 March 2006	Strategic Planning Office	V	Report implementation delays to the Librarian—LCR 1510-1 effective March 2008 provides for reporting delays to the Librarian.
The Library’s Travel Program	2006-PA-106 September 2007	Travel Office	I.1	Provide more detail on travel authorizations about the purpose for trips—Implemented with a new travel directive issued in October 2007.
The Library’s Travel Program	2006-PA-106 September 2007	Travel Office	I.2	Monitor compliance for timely submission of travel authorizations (TA)—OCFO has implemented new procedures to monitor timely submission of TAs.

IMPLEMENTED RECOMMENDATIONS

TABLE 3B: SIGNIFICANT RECOMMENDATIONS FROM PREVIOUS SEMIANNUAL REPORTS FOR WHICH CORRECTIVE ACTION WAS COMPLETED DURING THIS PERIOD

SUBJECT	REPORT NO. AND	OFFICE	REC. NO.	SUMMARY OF RECOMMENDATIONS AND ACTIONS
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	I.3	Publicize importance of timely submission of TAs—OCFO has implemented new procedures including publicizing compliance with timely submission.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	I.4	Periodically remind travelers of requirement for timely submission of TAs—OCFO has implemented new procedures including publicizing the need for compliance with timely submission.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	I.5	Redesign TA form to include a “return to duty station date”—OIG agreed to drop this recommendation as the form assumes such a date.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	I.6	Notify traveler when a travel voucher is incomplete—Implemented with new travel directive issued in October 2007.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	I.7	Create an improved system to track submission of vouchers—The Travel Office implemented new procedures for tracking vouchers.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	II.1	Improve processing efficiency with more automation—More automated processing has been implemented.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	II.2	Use statistical sampling to audit travel claims—Statistical sampling has been implemented for the audits.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	III	Introduce performance measurement to assess travel program—Performance measurement tools have been implemented.
The Library's Travel Program	2006-PA-106 September 2007	Travel Office	IV	Lock up employee travel documents—Files are now locked.

OPPOSITE: ROUGH DRAFT OF THE DECLARATION OF INDEPENDENCE, CREATING THE UNITED STATES

A Declaration by the Representatives of the UNITED STATES OF AMERICA, in General Congress assembled.

When in the course of human events it becomes necessary for ^{one} people to dissolve the political bands which have connected them with another, and to ~~assume among the powers of the earth the~~ ^{separate and equal} station to which the laws of nature & of nature's god entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to ~~that~~ ^{the} separation.

We hold these truths to be ^{self-evident}, that all men are created equal & independent that ~~from that equal creation they derive~~ ^{they are endowed by their creator with} ~~rights~~ ^{rights} that are inalienable, among ^{these} ~~which~~ ^{are} life, liberty, & the pursuit of happiness; that to secure these ^{rights}, governments are instituted among men, deriving their just powers from the consent of the governed; that whenever any form of government ~~shall~~ becomes destructive of these ends, it is the right of the people to alter or to abolish it, & to institute new government, laying its foundation on such principles & organising it's powers in such form, as to them shall seem most likely to effect their safety & happiness. Providence indeed will dictate that governments long established should not be ~~changed~~ ^{changed} for light & transient causes: and accordingly all experience hath shewn that mankind are more disposed to suffer while evils are sufferable, than to right themselves by abolishing the forms to which they are accustomed. but when a long train of abuses & usurpations [begun at a distinguished period, & pursuing invariably the same object, evinces a design to ~~reduce~~ ^{reduce} them ^{under absolute Despotism}, it is their right, it is their duty, to throw off such

FUNDS QUESTIONED OR PUT TO BETTER USE

TABLE 4: AUDITS WITH RECOMMENDATIONS FOR BETTER USE OF FUNDS

REPORTS...	NUMBER	VALUE
...for which no management decision was made by the start of the period:	-	-
...issued during the period:	-	-
Subtotal	-	-
...for which a management decision was made during the reporting period:		
value of recommendations agreed to by management	-	-
value of recommendations not agreed to by management	-	-
...for which no management decision was made by the end of the reporting period:	-	-
...for which no management decision was made within six months of issuance:	-	-

TABLE 5: AUDITS WITH QUESTIONED COSTS

REPORTS...	NUMBER	VALUE
...for which no management decision was made by the start of the period:	-	-
...issued during the period:	-	-
Subtotal	-	-
...for which a management decision was made during the reporting period:		
value of recommendations agreed to by management	-	-
value of recommendations not agreed to by management	-	-
...for which no management decision was made by the end of the reporting period:	-	-
...for which no management decision was made within six months of issuance:	-	-

INSTANCES WHERE INFORMATION OR ASSISTANCE REQUESTS WERE REFUSED

No information or assistance requests were refused during this period.

STATUS OF RECOMMENDATIONS WITHOUT MANAGEMENT DECISIONS

During the reporting period there were no recommendations more than six months old without management decisions.

SIGNIFICANT REVISED MANAGEMENT DECISIONS

During the reporting period there were no significant revised management decisions.

SIGNIFICANT MANAGEMENT DECISIONS WITH WHICH OIG DISAGREES

During the reporting period there were no significant disagreements with Library management about decisions on OIG recommendations.

FOLLOW-UP ON PRIOR PERIOD RECOMMENDATIONS

In this semiannual period, we followed up on all open recommendations from our prior semiannual period. Comments on the status of individual recommendations appear in table 3A. Recommendations implemented during the period appear in table 3B.

OTHER ACTIVITIES

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION OFFICE OF THE INSPECTOR GENERAL

PEER REVIEW OF THE AUDIT OPERATIONS OF
THE OFFICE OF THE INSPECTOR GENERAL

SPECIAL PROJECT NO. 2008-SP-102
MARCH 2008

Offices of Inspectors General are required, as part of an overall quality control program, to undergo a peer review. The peer review, typically conducted by another OIG, consists of an in-depth review of the documented system of quality control, along with a rigorous examination of sample products.

We conducted a peer review of the quality control system of the National Archives and Records Administration's Office of the Inspector General (NARA/OIG) that was in effect for fiscal year 2007. Elements of the system included NARA/OIG's organizational structure and the policies and procedures the office established to perform its audit work. Our objective was to determine whether the system was designed to provide reasonable assurance that its application would result in work conforming to the generally accepted government auditing standards (GAGAS) promulgated by the U.S. Comptroller General.

Based on our evaluation and selective tests, we concluded that NARA/OIG's quality control system in effect for fiscal year 2007 was designed to meet GAGAS, and that the office's audit work conformed to the system. Accordingly, we believe there is reasonable assurance that NARA/OIG's audit work in fiscal year 2007 conformed to applicable auditing standards, policies, and procedures. We provided specific proposals for enhancing the system to the NARA OIG that did not affect our overall conclusions about the system. The NARA OIG concurred with our findings and conclusions.

REPORT TO THE HOUSE COMMITTEE ON OVERSIGHT AND GOVERNMENT REFORM ON UNIMPLEMENTED OIG RECOMMENDATIONS

JANUARY 2008

In response to a request to all government agencies from the Chairman of the House Oversight and Government Reform Committee, we prepared a schedule of OIG recommendations made to the Library of Congress since January 1, 2001, that the Library had not implemented as of January 30, 2008. The Chairman sought this information as part of the Oversight Committee's ongoing work of monitoring the efficiency and effectiveness of federal programs and eliminating wasteful government spending.

The schedule that we sent to the Chairman included 22 unimplemented OIG recommendations pertaining to ten audits. It provided:

- identifying data, including OIG report numbers and issue dates, for the audits to which the recommendations related;
- a summary of the objectives and key findings of the audits to which the recommendations related;
- a summary of each unimplemented recommendation;
- the status of each recommendation, including whether or not the Library agreed to it and the reason for its delayed implementation;
- an estimate, if applicable, of cost savings available from the recommendation's implementation; and
- a description of non-monetary benefits from the recommendation's implementation.

CONGRESSIONAL REQUEST RELATING TO OIG LAW ENFORCEMENT AUTHORITY

MARCH 2008

During this reporting period, we responded to a series of questions raised at the March 5, 2008 House Legislative Branch Appropriations Subcommittee hearing on the fiscal year 2009 Library appropriation concerning our law enforcement authority and purchase of firearms.

In early March, we provided a member of the Subcommittee a package of materials which included documentation on our purchase of firearms, acquisition of law enforcement authority through special deputation from the U.S. Marshals Service, and the legal opinions and congressional approvals relating to this matter. Later in March, we provided to the Subcommittee a second, more comprehensive package, which included a fuller discussion of the legal framework for our law enforcement authority, the separation of powers issue, and our use of this authority.

REVIEW OF LEGISLATION AND REGULATIONS

TABLE 6: REVIEW OF LIBRARY OF CONGRESS REGULATIONS

LCR REVIEWED	COMMENTS BY THE OFFICE OF THE INSPECTOR GENERAL
LCR 1615-1 Inventory Control of Equipment and Furniture Owned or Leased by the Library of Congress	We made several recommendations to improve controls in this area; however, the subsequent reporting of a material weakness in the fixed asset control system by the external auditors prompted us to request that further consideration of this LCR be postponed until OCFO and ISS could redesign the system.
LCR 217 Functions and Organization of the Congressional Research Service	We had no comment on this proposed regulation.
LCR 1510-1 Internal Control Program	We made several recommendations to help clarify the standards that the Library would apply to its internal control program.
LCR 2122 Licensing Agreements	We had no comment on this proposed regulation.
LCR 1810-2 Access to Library Buildings and Collections	We made numerous suggestions to help clarify terminology in this proposed LCR.
LCR 1811 Employee Identification Cards	We recommended some clarifications to the language of the LCR. In addition, we made recommendations to improve control over identification cards of contractors and staff leaving Library employment.
LCR 2015-14 Absence Without Official Leave	We compared the proposed LCR to those in place in several other benchmark agencies, such as the Office of Personnel Management and Government Accountability Office. Based on this review, we made numerous recommendations that we believe will help staff better understand the provisions of the LCR.
LCR 1621 Staff Use of the Internet, Computers, and Electronic Communications Systems	We had several comments on this regulation, mostly dealing with clarifying definitions and enhancing standards of conduct related to electronic communications. We believe our recommendations brought the LCR closer to best practices in the federal government.
LCR 2017-1 Employee Training and Development	We had no comment on this proposed regulation.
LCR 1510 Financial Management	We recommended specifying that the Chief Financial Officer is responsible for preparing the Library's annual financial statements.

OPPOSITE: BIBLIA LATINA (THE GIANT BIBLE OF MAINZ), LESSING J. ROSENWALD COLLECTION

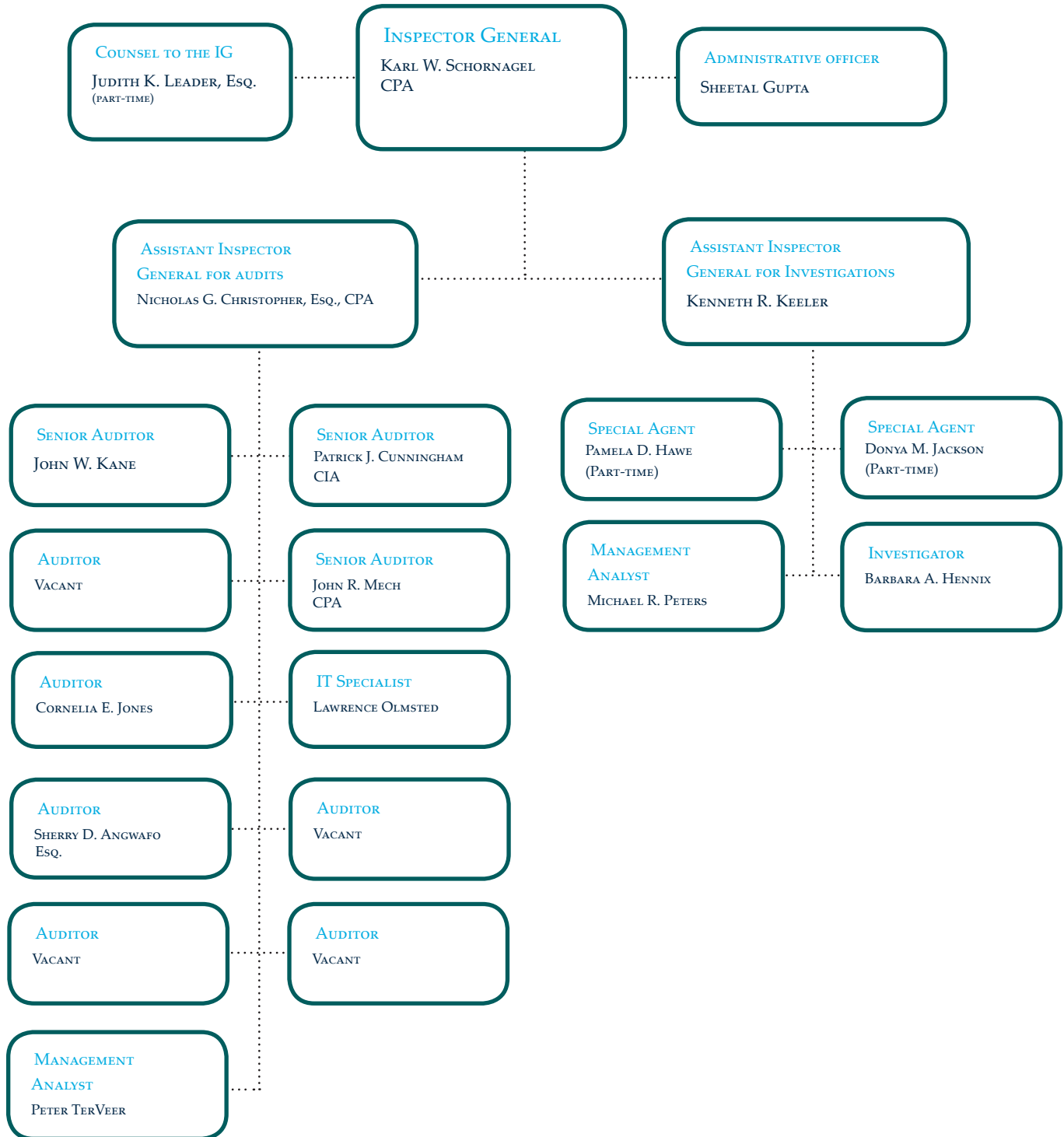
Incipit liber apocalypsis beati Johannis apostoli.
Capitulum primum.

Apocalypsis ihesu xpi quam dedit illi deus palam facere seruis suis que oportet fieri cito. et signifi-
cant mutens per angelum suum seruo suo iohanni. qui testimonium perhibuit uerbo dei. et testimonium ihesu xpi in hys quecumque uidit. **B**eatissimus qui legit et seruat ea que in ea scripta sunt. **T**empus enim prope est. **I**ohannes septem ecclesijs que sunt in asia: gratia uobis et pax ab eo qui est et qui erat et qui uenturus est. et a septem spiritibus qui in conspectu throni eius sunt. et a ihesu xpo qui est testis fidelis primogenitus mortuorum et princeps regum terre: qui dilexit nos et lauit nos a peccatis nostris in sanguine suo. et fecit nos regnum et sacerdotes deo et patri suo: ipsi gloria et imperium in secula seculorum. Amen. **E**cce uenit cum nubibus celi. et uidetur ei omnis oculus et qui ei pupugerunt: et plangent se super eum omnes tribus terre. etiam. amen. **E**go sum A. et W. principium et finis dicit dominus deus qui est et qui erat et qui uenturus est omnipotens. **E**go iohannes facer uelut et participans in tribulatione et regno. et patientia in xpo ihesu. fui in insula que appellatur pathmos propter uerbum dei et testimonium ihesu xpi. fui in spiritu in dominico die. et audiui post me uocem magnam tanquam tube dicentis. **Q**uid uides scribere in libro. et mitte septem ecclesijs que sunt in asia. epheso. et simeone. et pergamone. et tyatire. et sardis. et filadelfie. et laodicee. **E**t conuersus sum ut uiderem uocem que loquebatur mecum. et conuersus uidi septem candelabra aurea. et in medio septem candelabrorum aureorum similem filio hominis uestitum pedes. et precinctum ad mammillas zonam auream. **C**aput autem eius et capilli erant candidi tanquam lana alba et nunquam nix; et oculi eius uelut flamma ignis. et pedes eius similes auriscalco sic in camino ardenti. et uox illius tanquam uox aquarum multarum. **E**t habebat in dextera sua stellas septem. et de ore eius gladius exiit: et a parte acutis exibat. et facies eius sicut sol lucet in uirtute sua. **E**t cum uidissem eum cecidi ad pedes eius tanquam mortuus. et posuit dexteram suam super me dicens. **N**on timere. ego sum primus et nouissimus et uiuens. et fui mortuus et ecce sum uiuens in secula seculorum. et habeo clauem mortis et in ferni. **S**cribe ergo que uidisti et que sunt. et que oportet fieri post hec: sanamentum septe-

stellarum quas uidisti in dextera mea; et septe candelabra aurea. **S**eptem stelle angeli sunt septem ecclesiarum. et candelabra septem. septe ecclesie sunt. **Capitulum secundum.**

Et angelo epheso ecclesie scribe. **H**ec dicit qui tenet septem stellas in dextera sua. qui ambulat in medio septem candelabrorum aureorum. **N**on opera tua et laborem et patientiam tuam. et quia non potes sustinere malos. et temptasti eos qui se habent apostolos esse et non sunt. et inuenisti eos mendaces. et patientiam habes et sustinisti propter nomen meum et non defecisti. **S**ed habeo aduersus te pauca quod caritate tuam per manum reliquisti. **N**emo est itaque unde exieris. et age penitentiam; et prima opera fac. **S**in autem ueniam tibi et mouebo candelabrum tuum de loco suo. nisi penitentiam egeris. **S**ed hoc habes bonum quia odisti facta nichilominus. que et ego odi. **E**t ui habet aures audiat quid spiritus dicit ecclesijs. **D**ona tibi dabo edere de ligno uite. quod est in paradiso dei mei. **E**t angelo simeone ecclesie scribe. **H**ec dicit primus et nouissimus: qui fuit mortuus et uiuit. **S**cio tribulationem tuam et paupertatem tuam. sed diues es et blasphemias maris ab hys qui se dicunt iudeos esse et non sunt. sed sunt synagoga sathane. **I**stus ihesu hominum tuncas que passurus es. **E**cce missus est diabolus ex uobis in carcerem ut temptemini: et habebitis tribulationem diebus decem. **E**stote fidelis usque ad mortem: et dabo tibi coronam uitae. **E**t ui habet aures audiat quid spiritus dicit ecclesijs. **E**t ui uiderit non letetur a morte secunda. **E**t angelo pergamoni ecclesie scribe. **H**ec dicit qui habet nomen pergamoni ex uincis parte acutam. **S**cio ubi habitas ubi sedes est sathane. et tenes nomen meum et non negasti fidem meam. et in diebus antiphys testis meus fidelis qui oculus est apud nos ubi sathanas habitat. **S**ed habeo aduersus te pauca. quia habes illic tenentes doctrinam balaam que docebat balac mittere scandalum coram filiis israel. edere et fornicari: ita habes et tu tenentes doctrinam nicolaitarum. **S**imiliter penitentiam age. **S**i quomodo ueniam alii cito. et pugnabo cum illis in gladio oris mei. **E**t ui habet aures audiat quid spiritus dicit ecclesijs. **D**ona tibi dabo manna absconditum. et dabo illi calicem aurum candidum. et in calice nomine noui septimum. quod uenio fac nisi qui accipit. **E**t angelo tyatire ecclesie scribe. **H**ec dicit filius dei qui habet oculos tanquam flamma ignis. et pedes eius similes auriscalco. **N**on opera tua et fidem et caritatem. et ministerium et patientiam tuam. et opera tua nouissima plura per orbibus. **S**ed habeo aduersus te. quod permittis mulierem rezel que se dicit prophetam docere et seducere seruos meos fornicari et manducare

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